

POLICY

POLICY NUMBER

500.600

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TITLE	AWARDING CONTRACTS FOR PTSD TREATMENT
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EFFECTIVE DATE:	June 5, 2006
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as Department, to manage and direct the Department, RCW 43.60A.040, .050, and .060.
PURPOSE:	To define how WDVA will award PTSD contracts.
APPLICABILITY:	This policy applies to WDVA PTSD contractors.
DEFINITIONS:	PTSD means Post Traumatic Stress Disorder.
POLICY:	<ol style="list-style-type: none">I. This policy applies when the Washington Department of Veterans Affairs (WDVA) writes contracts with qualified providers to provide Post Traumatic Stress Disorder (PTSD) treatment to war and trauma affected veterans in the State of Washington.II. Client Services Contracting Rules Apply To PTSD Treatment Contracts.<ol style="list-style-type: none">A. The PTSD Program Director solicits applications, negotiates contract terms and awards PTSD treatment contracts using the Office of Financial Management Client Service Contracting guidelines.B. If an individual is interested in serving as a PTSD treatment contractor, he/she may notify the PTSD Program Director. The names of interested individuals will be kept on file and contacted should additional or replacement contracts be developed.III. The PTSD Treatment Contracts Are Awarded Based Upon A Need For Services.

- A. WDVA provides PTSD treatment in areas where little or no other - outpatient services are available, and to legislatively targeted populations who are determined to be undeserved.
- B. Establishment of new service areas is dependent upon a recognized need and the availability of funding.
- C. Generally, distance from other suitable services offered by WDVA or the VA is a factor. Mitigating factors might include under service due to gender, race, and family members of veterans, high demand for services, or other client characteristics that might affect obtaining services.

IV. At A Minimum, PTSD Contractors Shall:

- A. Hold a clinical or allied mental health graduate degree from an accredited university or professional institution, and shall have completed graduate school sequence of practicum experiences, and a period of internship in their treatment specialty that leads to full licensure for independent clinical functioning. All applications shall include official copies of degrees, certificates, or other credentials as well as transcripts for all academic degrees.
- B. Hold a Washington State Department of Health Professional License in mental health counseling, psychology, social work, or marriage and family counseling. (Note: Registered counselors will not be considered for contracting purposes under any circumstances.)
- C. Have at least four years experience in the clinical treatment of trauma related disorders; especially among wartime veterans and their families.
- D. Prospective contractors may be required to undergo a period of probationary contract service or may be required to engage a professional mental health consultant, who will ensure that services delivered meet standards of compassionate care of veteran PTSD, related disorders and issues, and family members.
- E. Submit three letters of reference from former employers and a list of individuals who will attest to the applicant's ethical character.
- F. PTSD contractors are expected to have a residence in the geographic area to be served. In rare instances this requirement may be waived, however, the contractor must demonstrate knowledge of the veteran community being served, and of the professional services and

health care networks available in the community. This may be done in several ways, but should include letters of support or face-to-face meetings between veteran community members and the WDVA PTSD Program Director.

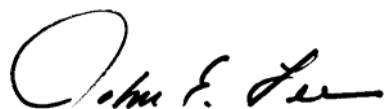
- G. Demonstrate knowledge of service needs and of the target population(s) that he/she will serve, to include an ability to develop rapport and a creditable treatment alliance with clients, the community, and other veteran service providers (e.g. other state contractors and the federal VA system).
- H. Demonstrate a capacity to comprehend and work with other service entities including the federal VA, and entities within WDVA, including, The Veteran Homes, and the services and benefits programs within the Veteran Services Division.
- I. Demonstrate a capacity and willingness to participate in outcome research that is used to assess the impact of the PTSD Program services.
- J. Interview with the PTSD Program Director and the PTSD Program Advisory Committee.
- K. Obtain continuing education units as required for licensure, especially ethics hours. Be able to document these hours when requested.
- L. Show proof of a minimum of \$1,000,000/\$3,000,000 professional liability insurance.
- M. Meet any other requirements, which are necessary to meet identified needs of a specific target region or population, specified in the Statement of Work.

V. Alleged Ethical Misconduct and/or Malpractice Prohibits Contracting.

- A. WDVA will not commence an initial PTSD contract with an individual who is currently under investigation for unethical practices or malpractice.
- B. If the individual believes such claims and/or charges are unfounded, WDVA will re-evaluate the clinician's capacity to provide services after a review of the findings and conclusions of the professional and/or civil investigation.
- C. Current contractors who become the subject of a civil or professional license or civil investigation may become ineligible to hold a PTSD contract if:
 - 1. Charges create a significant impediment to the therapeutic process; or
 - 2. The outcome of the investigation substantiates the

complaint(s) and/or charges.

REVIEW:	This policy shall be reviewed every three years and updated as needed.
REFERENCES:	WDVA Policy 500.700 Terminating a PTSD Contract.
SUPERSESSSION	WDVA Policy 16-01, dated 9/20/96
ATTACHMENTS:	None



John E. Lee, Director

June 5, 2006

Date